

Certified shorthand reporter Claims

Iowa Substitute W-9 Form on file with Inspections and Appeals.

Completed Miscellaneous Claim Form, original and one copy, containing:

- a. The case name, case number and county in which the action is pending.
- b. The name of the attorney for whom the services were provided, if any.
- c. The date on which services commenced.
- d. The date on which the transcript was ordered.
- e. The date on which the transcript was delivered.
- f. The number of pages and cost per page.
- g. The total amount of your claim.
- h. Claimant's name, address, social security or federal tax identification number, and phone number.
- i. Signed by claimant

Attachments to Claim Form

- a. The application and court order granting authority to hire the certified shorthand reporter.
- b. A court order appointing counsel. This order is unnecessary if the attorney is not court-appointed but the court, in granting the application noted above, determines that, although the client is able to employ counsel, funds are not available to the client to pay for necessary certified shorthand reporter services.
- c. An itemization of the certified shorthand reporter's services detailing the expenses incurred, the services rendered, the dates on which the services were rendered, the time spent on each date, and the manner in which the amount of the claim was calculated. If the certified shorthand reporter charges a "sitting fee" or a "minimum" amount for services based on a specific time, the certified shorthand reporter certifies that no other services have been performed or charges made by the certified shorthand reporter for any portion of that specific time.

NOTE: Unless the certified shorthand reporter has a contract with the state providing for a different rate or manner of payment, claims for certified shorthand reporter services will be limited to the rate approved by the Iowa Supreme Court for court reporters preparation of transcripts.

Mail Completed Claim Forms with Attachments to:

**State Public Defender
Miscellaneous Claims
Lucas State Office Building
321 E 12th Street
Des Moines IA 50319**